



**REQUEST FOR PROPOSALS
YELLOWSTONE COUNTY, MONTANA**

VETERINARY SERVICES

DECEMBER 2020

**REQUEST FOR PROPOSAL
VETERINARY SERVICES
YELLOWSTONE COUNTY**

The Yellowstone County Board of County Commissioners requires services from a qualified Veterinarian for Proposals to provide stray dog boarding and care for stray dogs found in the County and impounded by law enforcement. Proposals submitted must have Three (3) hard copies response to this RFQ clearly marked “**RFQ VETERINARY SERVICES**”, and is received no later than 5:00PM MDT on December 28th, 2020. All Proposals received will be time and date stamped. All timely proposals will be opened and acknowledged at 9:30 a.m. December 29th, in the Commissioners Board Room, 3rd Floor – Room 3108, Stillwater Building, located at 316 North 26th Street, Billings, MT 59101. All proposals that are time and date stamped later than 5:00 p.m. December 28th, 2020 will not be considered.

Information concerning this request should be addressed to James Matteson, Yellowstone County Finance, jmatteson@co.yellowstone.mt.gov.

SELECTION PROCEDURE

The County intends to evaluate and award a contract for the project without conducting discussions. However, the County reserves the right to conduct discussions if determined by the County to be in the best interest of the County at any time leading up to contract award.

EVALUATION

The evaluation of Consultants’ proposals may include, but is not limited to, the following criteria:

- Qualifications of professional personnel
- Location

SUBMITTAL OF INFORMATION:

Three (3) hard copies to this RFP, following submittal instructions, clearly marked **RFP Veterinary Services**, and be received no later than 5:00PM MDT December 28th, 2020.

**Board of County Commissioners
Room 3101
316 North 26th Street
Billings, MT 59101**

SCOPE OF WORK

Animal Care & Veterinarian Services

- A. Provide stray dog boarding and care for dogs found in the County and impounded by law enforcement.
- B. Receive, handle and care at all hours that vendor has employees scheduled to work.
- C. After Hours Kennels or access for Deputies to secure dogs.
- D. Limit care to Boarding and when required, shock and pain management.
- E. Board for up to Three (3) Days.
- F. Contractor shall not be responsible for or provide any veterinary unless expressly authorized to provide such services by the officer.
- G. Contractor agrees that after three (3) days boarding, (or after an authorized extended stay whichever timeframe applies) if the pet is reunited with an owner, Contractor will arrange for the pet to be transported.

The successful bidder (herein after Contractor), shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County, as additional insured against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars , (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence while performing any work or service and for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with work or service by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the period.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured for on-site work or Maintenance Service. In addition, Contractor will furnish to Yellowstone County a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County, are named as an additional insured under the Contractors insurance policy. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence. And for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph of the Invitation to Bid shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

Contractor is required to maintain workers compensation insurance, or an independent contractor's exemption issued by the Montana Department of Labor covering Contractor and Contractor's employees. Contractor is not, nor is Contractor's workers, employees of Yellowstone County. Workers Compensation Insurance or the exemption from the workers compensation obligation must be valid for the entire period.

INSTRUCTIONS TO PROPOSERS

Proposals Must:

1. Be signed by an officer or principal of your firm.
2. Be contained in a document not to exceed eight (8) pages total (single or double-sided printing is acceptable) including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter, cover page, cover sheets, sample schedules, and dividers are exempted from the page limit. The page size is limited to 8.5 x 11 inches, with basic text information reasonably legible.
3. Include a proposed cost schedule

All questions and contact regarding this RFQ must be submitted in writing (Email is acceptable) to:

Yellowstone County Finance
Attention: James Matteson
216 North 27th Street
Billings, MT 59101
406-256-2717
jmatteson@co.yellowstone.mt.gov

-END OF THIS REQUEST FOR PROPOSAL-

Done by order of the Board of County Commissioners, Yellowstone County, Montana this 8th day of December, 2020

Board of County Commissioners
Yellowstone County, Montana

Denis Pitman, Chair

Attest:

Jeff Martin, Clerk and Record